SPIE. OPTICS+ OPTOELECTRONICS

MOVING TECHNOLOGY TO MARKET

BIENNIAL 2015 SPIE EVENT

EXHIBITOR SERVICE MANUAL.

Clarion Congress Hotel
Prague, Czech Republic

Exhibition: 14–15 April 2015

Conferences & Courses: 13-16 April 2015

OFFICIAL VENDORS AND CONTACTS

Exhibition Dates: 14-15 April 2015

SPIE has negotiated special rates and endorsees the following vendors. Please use due diligence if you choose to do business with vendors not on this approved list.

AUDIO VISUAL, COMPUTER RENTAL, ELECTRICAL, FURNITURE, ACCESSORIES
Conference Partners Prague Ltd.
Sokolská 26, 120 00 Prague 2
Czech Republic
Phone: +420 224 262 108
+420 224 262 110
Fax: +420 224 261 703
E-mail: zein@conferencepartners.cz

CUSTOMS & IMPORT SERVICES
TWI Group – For US Companies
Marianne Giddens
Sales and Logistics
TWI Group, Inc.
1670 S. Amphlett Blvd. Ste. 120
San Mateo, CA 94402
Office: 650-357-1302 ext.1
Fax: 650-357-7563
Cell: 650-703-1502
Emergency Operations: 702-326-0294
Email: mgiddens@twiglobal.com
www.twiglobal.com

EXHIBITION LOCATION
Clarion Congress Hotel Prague
Freyova 33
CZ 190 00 Prague 9 - Vysočany
Tel: +420 211 131 111
Fax: +420 211 131 401
E-mail: info@cchp.cz

FREIGHT FORWARDING/SHIPPING
GT Exhibitions – For UK/European Companies
Little Braxted Hall
Little Braxted
Witham, Essex, CM8 3EU, UK
Contact: Steve Andrews
Tel: +44 (0) 1376 509 010
Fax +44 (0) 1376 509 192
Email: SteveAndrews@gtexhibitions.com

SENIOR FORWARDER FAIRS AND EXHIBITIONS
SCHENKER spol. s r. o.
Attn: Martin Ulicny
K Vypichu 1087
252 19 Rudna u Prahy, Czech Republic
Tel: +420 242 405 160
Fax: +420 266 710 290
Mobile: +420 724 067 382
E-mail: martin.ulicny@schenker.cz

HOUSING
Hotel reservation process is carried out by:
Event Partners s.r.o.
U Prefy 966/26
182 00 Prague 8
Czech Republic
Tel: + 420 224 262 109, + 420 608 408 708
Fax: + 420 222 521 138
Email: accommodation@conference.cz
Hotel Reservation Website:
http://spie.org/x25077.xml

EXHIBITION MANAGEMENT
Exhibitions & Events Support, SPIE Europe
Tel: +44 (0)29 2089 4747
Fax: +44 (0)29 2089 4750
Email: info@spieeurope.org

Marijo Martini
Exhibitions Coordinator, SPIE
Tel: +1 360 685 5436
Fax: +1 360 647 1445
Email: marijom@spie.org

SALES TEAM
In Europe excluding UK, Ireland, and France
Hermann Doster
Tel: +49 (0)7025/841 806
Fax: +49 (0)7025/842 983
Email: hermann@spieeurope.org

In America, Asia and majority of world
Al Ragan
Tel: +1 360 685 5539
Fax: +1 360 647 1445
Email: alr@spie.org

SPIE. OPTICS+ OPTOELECTRONICS

HOURS OF OPERATION

Exhibition Dates: 14-15 April 2015

EXHIBITION HOURS
Clarion Congress Hotel Prague
Exhibition Hall - located on 2nd floor (near conference rooms)

Tuesday 14 April	10.00 - 17.00
Wednesday 15 April	10.00 - 16.00

REGISTRATION HOURS (PLEASE CHECK PROGRAMME PRIOR TO THE EVENT)

Sunday 12 April	16.00 - 18.00
Monday 13 April	07.45 - 17.00
Tuesday 14 April	08.00 - 17.00
Wednesday 15 April	08.00 - 17.00
Thursday 16 April	08.30 - 16.00

COFFEE BREAKS (In the Exhibition Hall)

Tuesday 14 April	10.00 - 11.00 (Morning) & 15.00 - 15.50 (Afternoon)
Wednesday 16 April	10.00 - 11.00 (Morning) & 15.00 - 15.50 (Afternoon)

EXHIBITION MOVE-IN HOURS

Monday 13 April	12.00 - 18.00
Tuesday 14 April	8.00 - 10.00

EXHIBITION DISMANTLE

Wednesday 15 April	16.00 - 20.00

Exhibitors are **not** allowed to begin tear down prior to 16.00 on Wednesday. Please be respectful of attendees and your fellow exhibitors and wait until advised by onsite exhibition management team.

The Meridian Room elevator will not be accessible Wednesday during the Poster Reception. If you need to remove your pallets/cases/containers/large containers during move-out the elevator will be available after 19.45 hrs

SPIE. OPTICS+ OPTOELECTRONICS

EXHIBITION DISPLAY RULES

Exhibition Dates: 14-15 April 2015

RULES AND REGULATIONS

- It is the responsibility of the exhibiting company to comply with SPIE rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- SPIE Exhibition Management reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors

VIEW SPECIFIC BOOTH REGULATIONS

Tabletop displays (dimensions 1.80m x 0.45m x 0.75m)
Row and Corner Booths in 6sqm (3x2) and 8sqm (4x2)

THE FOLLOWING ITEMS MUST BE ORDERED SEPERATELY: (not included with the booth/stand rental fee)

- SPIE – standard blue coloured carpet is provided on all booth and tabletop packages (exhibitors can order alternative colour of choice at extra cost via Conference Partners Prague upon direct request)
- Cleaning service – SPIE will provide cleaning at the end of set up and end of each day in the aisles and exhibition areas. If you require booth cleaning please order direct with Conference Partners Prague Ltd – **Form JK13**.
- Electricity NOT provided for tabletop packages. Use **Form JK10** and submit to Conference Partners Prague Ltd.
- Internet - complimentary Wi-Fi will be available in the conference/exhibition areas. Wi-Fi connection may fluctuate. If you require a consistent web connection please consider ordering a dedicated line through Conference Partners Prague.
- Furniture – see catalogue/price list (**ORDER BY: 24 March 2015**). Orders received after this date will incur a 25% additional fee. Onsite orders subject to availability up to 50% surcharge will apply payments by credit card or cash only.

SPIE. OPTICS+ OPTOELECTRONICS EXHIBITION DISPLAY RULES

Exhibition Dates: 14-15 April 2015

TABLETOP DISPLAY REGULATIONS

Limit of one table per contracted tabletop space (1.80m x 0.45m x 0.75m)

- Display space may not exceed 2.0m width limit
- Display materials are not allowed to be hung on any back wall.
- Floor standing back walls are not allowed
- If you plan to bring any displays other than specified below please check with SHOW MANAGEMENT.

Included:

- One 1.80m x 0.45m x 0.76m table (EXHIBITION HALL)
- Company identification sign
- Two chairs
- Wastebasket

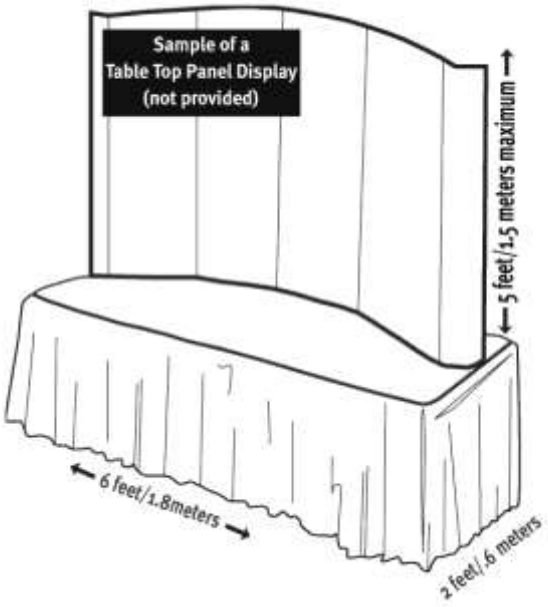
Each contracted tabletop space is limited to (not provided):

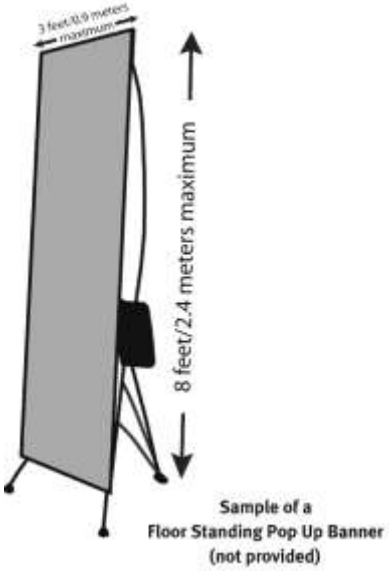
ONE table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

OR

UP TO TWO TOTAL of the following display combinations:

- Pop-up banner positioned behind the table [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- Easel positioned behind the table
- Literature stand
- Bag stand





SPIE Exhibition Management reserves the right to remove any display that does not conform to tabletop display regulations.

Questions? Contact SPIE at info@spieeurope.org, Tel: +1 44 292089 4747; Fax: +1 44 292089 4750

SPIE. OPTICS+ OPTOELECTRONICS EXHIBITION DISPLAY RULES

Exhibition Dates: 14-15 April 2015

ROW AND CORNER BOOTH DISPLAY REGULATIONS

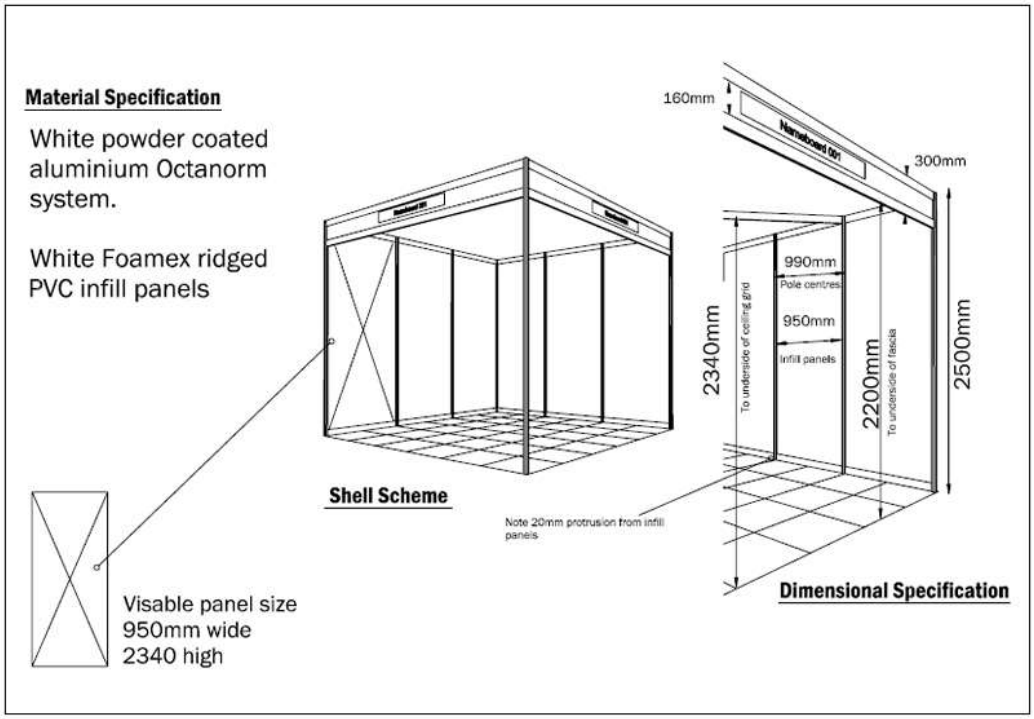
Booths measure 6sqm (3m Length x 2m Depth) and 8sqm (4m Length x 2m Depth); height restriction of 2.5m. This 8ft (2.4m) maximum is allowed only in the back 5ft (1.5m) of the booth.

EXHIBITION HALL CEILING HEIGHT RESTRICTIONS*

*Please notify Exhibition Manager if you have any height restriction issues relating to your stand or exhibition space.

SPIE. OPTICS+ OPTOELECTRONICS EXHIBITION DISPLAY RULES

Exhibition Dates: 14-15 April 2015



*** PLEASE NOTE THE FASCIA/COMPANY NAME BOARD WILL NOT BE THE SAME AS IT APPEARS IN THE ABOVE DIAGRAM. PLEASE REFER TO IMAGE BELOW FOR EXAMPLE OF ID SIGN. ***

Included:

- Three Spotlights- 8sqm stand, two spotlights 6sqm stand (one spotlight per sqm)
- One Fascia hanging Sign Board **(See Form JK06 for submission of your company name – due by 24 March 2015)**
- One waste paper bin
- Existing venue flooring/Carpet (grey in colour). If you require a different colour options are available upon request at additional cost.
- One entry ticket for the technical conference
- Online and Exhibition Guide Listing
- Electricity supply for duration of exhibition - 230 V/10A

Please use tape/blu-tak or chains to secure items to the stand walls and NOT VELCRO.

SPIE. OPTICS+ OPTOELECTRONICS EXHIBITION DISPLAY RULES

Exhibition Dates: 14-15 April 2015

Please note - no furniture is included in this package. Please refer to the **EXTRA ITEMS** order form to order any additional items – **due by 24 March 2015.**

Displays must be confined within the exhibitor's stand/table and must not be designed to obstruct the view of nearby booths or interfere with the flow of traffic. Display cases, flat panel screens, pop up banners and other exhibition material over 4ft (1.2m) in height must be located within the back 5ft (1.5m) of the booth with the exception of clear glass cases.

When two or more linear booths are contracted for as a single space, and for corner booth locations, the 4ft (1.2m) height restriction is applied only to the portion of the exhibit space which is within 10ft of an adjoining booth. Display cases, flat panel screens, pop up banners and other exhibition material over 4ft (1.2m) in height may be placed in the front portion of the booth as long as the display items are at least 10ft from the adjoining booth. No solid side walls are allowed to extend beyond 5ft (1.5m) from the back of booth.

IMPORTANT CONSIDERATIONS

Venue Health & Safety

- All exhibition spaces must be compliant with the any requests made by the venue
- SPIE encourages sensitivity, and as reasonably accommodating as possible, to attendees with disabilities
- Ensure any electronic equipment meets safety requirements for use within an exhibition environment.

Hanging Signs and Graphics

- Booths/Stands only - Contact Exhibition Management with details of your proposed signage before ordering any services from the venue (include dimensions Width, Length description of artwork/graphics to be displayed, etc.). SPIE will make enquiries on your behalf.

Structural Integrity

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as pallet hand or forklift truck.
- Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open
- Any display fixtures such as tables, racks or shelves supplied and installed by the exhibiting company and not the venue require proper design and installation to support the product or marketing materials to be displayed upon them.

Please complete and return form **JK06** for fascia/company name to be displayed on your stand. Alternatively if you do not require a fascia/company name board or lighting on the framework advise accordingly (you may be bringing a display with company branding to be placed in the stand, etc.).

SPIE. OPTICS+ OPTOELECTRONICS

GENERAL INFORMATION

Exhibition Dates: 14-15 April 2015

ADVANCE PROGRAMME

- The EOO15 Advance and Final Conference Programme will be available to download: http://spie.org/x25082.xml.
- We strongly advise exhibitors to check through the full conference programme. Not all conference programmes will take place.

AFTER HOURS

- Only registered Exhibition Staff and authorized set-up crew will be allowed in the Exhibition space during build-up times.
- Any exhibitor needing to stay after hours must wear his/her exhibitor badge, provide personal/company identification (driver's license, business card), and sign in and out with the security guard at the hall entrance. This rule will be strictly enforced to provide maximum security to exhibitors.

AUDIO VISUAL

- A selection of AV equipment is available for rental direct from Conference Partners Prague Ltd.

BADGES

- Badges can be picked up onsite. Please bring a photo ID and a company business card to registration.
- For security purposes, please limit your registration to those members staffing the stand--all others may register for complimentary Exhibition Visitor badges.
- Personnel are only allowed to pick up their own badge.
- Exhibitor Badge form is **due 24 March 2015.**

Non-Author Technical Passes:

- Each contracted exhibiting company will receive **one** technical pass (can be shared among **non-author stand personnel only**).
- Does not include any SPIE proceedings volume/Digital Library download/s or CD rom.
- Authors of oral or poster presentations working in the stand must register with a full conference registration.
- Corporate company membership does not qualify for individual member discount on registrations unless you hold one of the memberships.

BUSINESS CENTER

- The Concierge Desk has facilities for small amount of printing and copying.
- A stationery shop is available in the Shopping Mall.

CLEANING SERVICES

- Maintaining booth cleanliness is the responsibility of the Exhibitor.
- SPIE provides cleaning at the end of set up and end of each day in the aisles and exhibition management areas. If additional cleaning in your booth/table top is required please order services through the Exhibitor Service Manual.

DISTRIBUTION OF FLYERS

- Invitations to parties, flyers or company advertisements and logos allowable within the confines of the exhibitor's own booth.
- Distribution outside the parameters of the exhibitor's own booth is *prohibited* – unless it is approved prior to the event or SPIE approved Event Marketing Opportunity. If found it will be disposed of.

ELECTRICAL

- Electricity for all exhibition stands/booths (6sqm and 8sqm) will be 230 V/10A - plugs will have the European 2 pin plug.
- If you are from the UK or the USA you will need to bring a voltage converter/plug adaptor to convert for personal electrical and electronic equipment, including laptops and any additional items for your stand or display e.g. lights. Please refer to your appliance product guide. Ordering display cases? Please check at the time of ordering whether this will have the capacity for lighting and if so, whether you require a connecting cable etc.

SPIE. OPTICS+ OPTOELECTRONICS

GENERAL INFORMATION

Exhibition Dates: 14-15 April 2015

- If you require any other variation of voltage for your exhibition space please see order form **JK10** in separate order document for details.
- Equipped Stands (booths) include an electrical connection/electricity for the duration of the exhibition and set up.
- Table tops exhibitors – electricity is not included in your package. You may order this separately through Conference Partners Prague - Order Deadline is **24 March 2015**.

(Example Picture – Actual connection to stand may differ)

ENERGY EFFICIENCY

- The venue requests that all electronic appliances at booths/table tops are turned off at the end of the exhibition day.
- Please notify SPIE if you require 24 hour electricity for any display machinery or equipment.

EQUIPMENT PASS

- Required for any equipment removed from the exhibition area during and after show hours.
- Passes may be obtained at the Exhibitor Registration Desk in the Main Registration Area.

FLAMMABLE /TOXIC MATERIALS

- Fire retardant and certified flame retardant materials should be used for all display construction and decorating. Samples should be available for testing. Materials that cannot be treated to meet the requirements should not be used.
- A flame proofing certificate should be available for inspection.
- Disposal of any waste products generated during the exhibition in accordance with guidelines established by the European Environment Agency's and the facility.

FLOORING

- The exhibition hall has grey carpet and tiled flooring. Only hand pallet trolleys are permitted to carry items to and from the hall.

SPIE. OPTICS+ OPTOELECTRONICS

EXHIBITOR BADGE ORDER FORM
Deadline: 24 March 2015

Exhibition Dates: 14-15 April 2015

Send to: SPIE Europe
E-mail: info@spieeurope.org
Fax: +44 29 2089 4750

TYPE OR PRINT CLEARLY

Project Name: _____stand/table Number: _____

Contact Person (for questions): _____Contact E-mail: _____

Exhibitor Badges

One entry ticket to the Technical Conference, two exhibitor badges for Exhibition, Poster Session and Welcome Reception.

The Technical Conference Badge allows access into the Technical Conference Programmes. Digital Library or printed proceedings volume and CD ROM are NOT included with the Technical Badge. This pass to be used by stand personnel only and not by a presenting author. Authors of oral or poster presentations must register with a full conference registration. **Co-Exhibitors are not eligible for the Technical Pass.**

Staff Name (List company name, address, phone & fax if different from company above)	**E-mail**	**Technical Pass** (Check One Person Only)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Exhibitor Dashboard Tutorial

Signing into the Exhibitor Dashboard

Submission Overview Image

Submission Overview Check list

1. Submit event specific company information

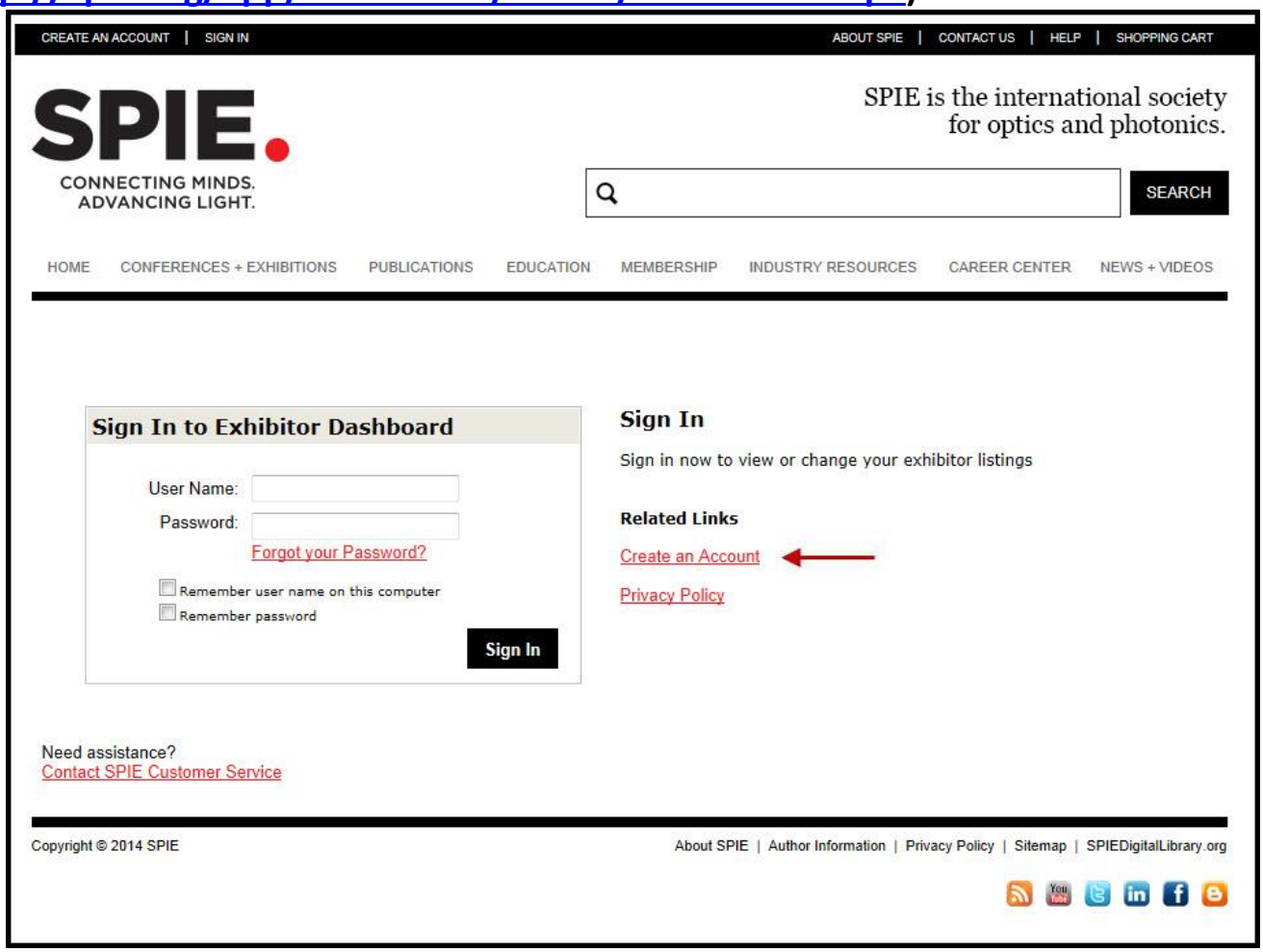
2. Submit online Exhibitor Directory company information

The information submitted to either the event specific or online exhibitor directory ***do not*** automatically copy to one another. **Two submissions are necessary to take advantage of full promotional opportunities.**

Event Specific Company Description

Exhibit Staff Registration

Sign into the Exhibitor Dashboard
(http://spie.org/app/exhibitions/admin/dashboard.aspx)



- Look for the words **Exhibitor Dashboard** on the login screen.
- The Exhibitor Dashboard is linked to your personal SPIE.org account. This is not a shared company account, nor your Exhibitor Service Manual account.
- **Only** the person noted as the SPIE contact for a specific event/year has Exhibitor Dashboard access.
- Do not alter the personal contact information.
- If you are the new contact, or need to be added as an additional contact, please submit a request to exhibitions@spie.org.
- If you do not have an SPIE.org account, click Create an Account. Read the Create an Account Tutorial.
  You will need your personal SPIE.org ID. Creating an account without your SPIE.org ID may result in a duplicate account and you will not be able to access the Exhibitor Dashboard. Contact customerservice@spie.org for assistance.
- If you have other problems with the Exhibitor Dashboard contact exhibitions@spie.org.
- The Exhibitor Dashboard will not allow special characters or hyperlinks. Trying to submit special characters or hyperlinks will result in an error.

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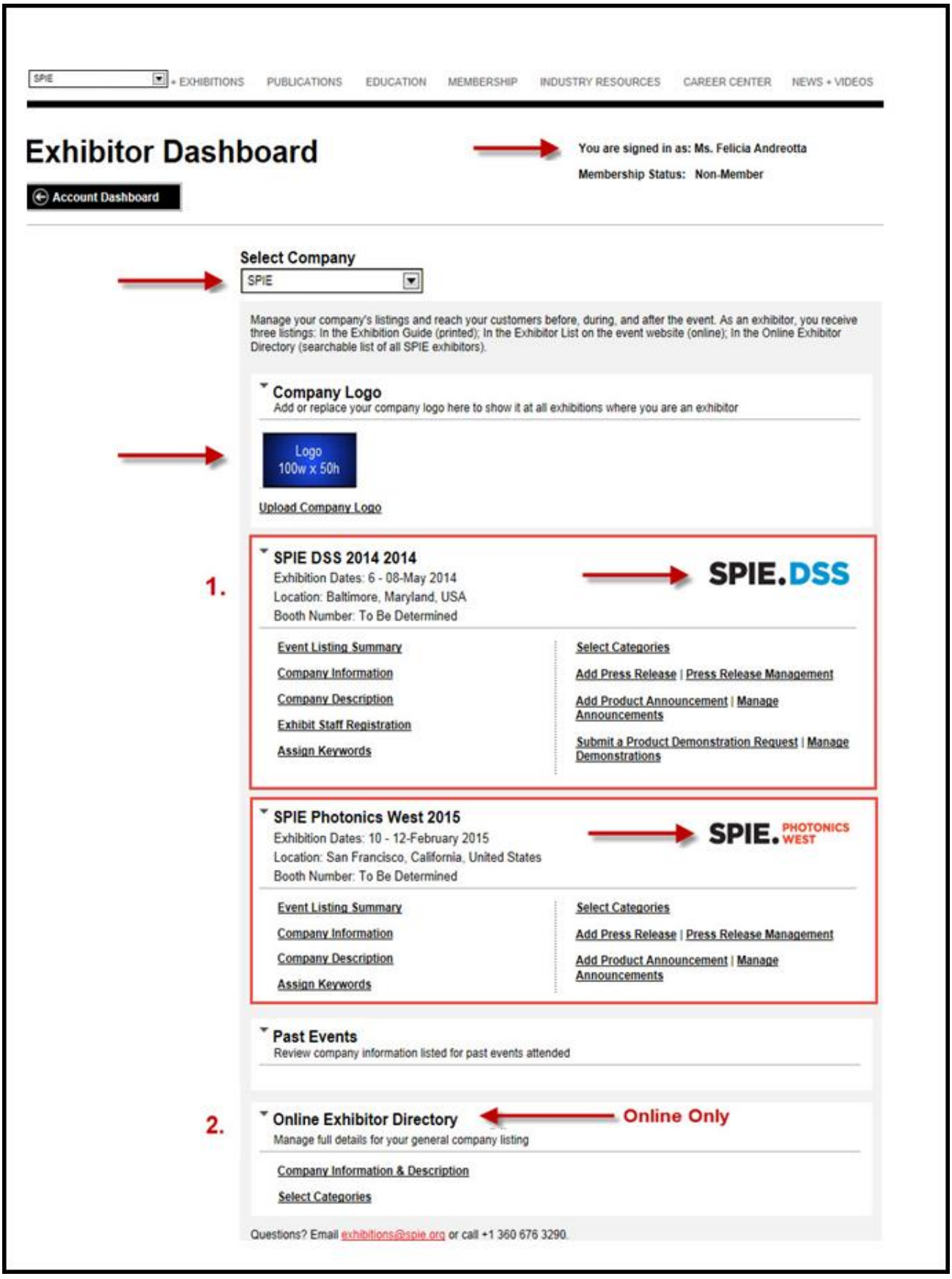
Submission Overview Image


SPIE
+ EXHIBITIONS
PUBLICATIONS
EDUCATION
MEMBERSHIP
INDUSTRY RESOURCES
CAREER CENTER
NEWS + VIDEOS
Exhibitor Dashboard
You are signed in as: Ms. Felicia Andreotta
Membership Status: Non-Member
Account Dashboard
Select Company
SPIE
Manage your company's listings and reach your customers before, during, and after the event. As an exhibitor, you receive three listings: In the Exhibition Guide (printed); In the Exhibitor List on the event website (online); In the Online Exhibitor Directory (searchable list of all SPIE exhibitors).
Company Logo
Add or replace your company logo here to show it at all exhibitions where you are an exhibitor
Logo
100w x 50h
Upload Company Logo
1.
SPIE DSS 2014 2014
Exhibition Dates: 6 - 08-May 2014
Location: Baltimore, Maryland, USA
Booth Number: To Be Determined
SPIE.DSS
Event Listing Summary
Company Information
Company Description
Exhibit Staff Registration
Assign Keywords
Select Categories
Add Press Release | Press Release Management
Add Product Announcement | Manage Announcements
Submit a Product Demonstration Request | Manage Demonstrations
SPIE Photonics West 2015
Exhibition Dates: 10 - 12-February 2015
Location: San Francisco, California, United States
Booth Number: To Be Determined
SPIE. PHOTONICS WEST
Event Listing Summary
Company Information
Company Description
Assign Keywords
Select Categories
Add Press Release | Press Release Management
Add Product Announcement | Manage Announcements
Past Events
Review company information listed for past events attended
2.
Online Exhibitor Directory
Online Only
Manage full details for your general company listing
Company Information & Description
Select Categories
Questions? Email exhibitions@spie.org or call +1 360 676 3290.

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Submission Overview Check list

→ Confirm that you are logged in under your personal account. Do not log into or edit another person's account.

→ If you are the contact person for multiple companies, select the correct company from the drop-down list.

→ Company Logos appear in the website listings only. Click on Upload Company Logo to add, edit, or delete your logo. **Logos must be 100 pixels wide x 50 pixels high or less.**

1. Submit *event specific* company information

- Find the name and logo of the SPIE event. You must login and **add company information for every exhibition you participate in**. The information you submit is specific to this event/year and **will not** automatically copy across events or online Exhibitor Directory. If you do not see the event, contact exhibitions@spie.org to be added as a contact.
- Click **Event Listing Summary** to review your complete submission.
- Click **Company Information** to edit company name, address, email, and website information for promotional print and online materials. Submit permanent address or name company change to exhibitions@spie.org.
- Your **Company Descriptions** may be printed in the Onsite Exhibition Guide and your online Exhibitor Listing. These are two separate submissions. See pg. 3 for help with this section.
- Assign **Keywords** or phrase that best describe your company products and/or services, to help people find your company in online searches of the Exhibitor List.
- Select **Categories** to allow people to find your company using Technology and Application online searches.
- Add **Press Releases** to be included at the end of your online listing.
- Add **Product Announcements** to be published on the event specific Exhibition webpage.
- The **Product Demonstration** is a 30 minute live demonstration, onsite. Product Demonstrations are only available at Photonics West, BiOS, and DSS, with limited availability. Fee applies.

2. Submit online *Exhibitor Directory* company information

- The online SPIE Exhibitor Directory is a second place to enter copy for online promotions. This is a general, non-event specific listing that gives your company an online presence for 11 months following the close of an exhibition. Add your company information, description, and categories for free.
- The information you submit to the event specific or online Exhibitor Directory ***does not*** automatically copy from one to the other. **Two submissions are necessary to take advantage of full promotional opportunities.**

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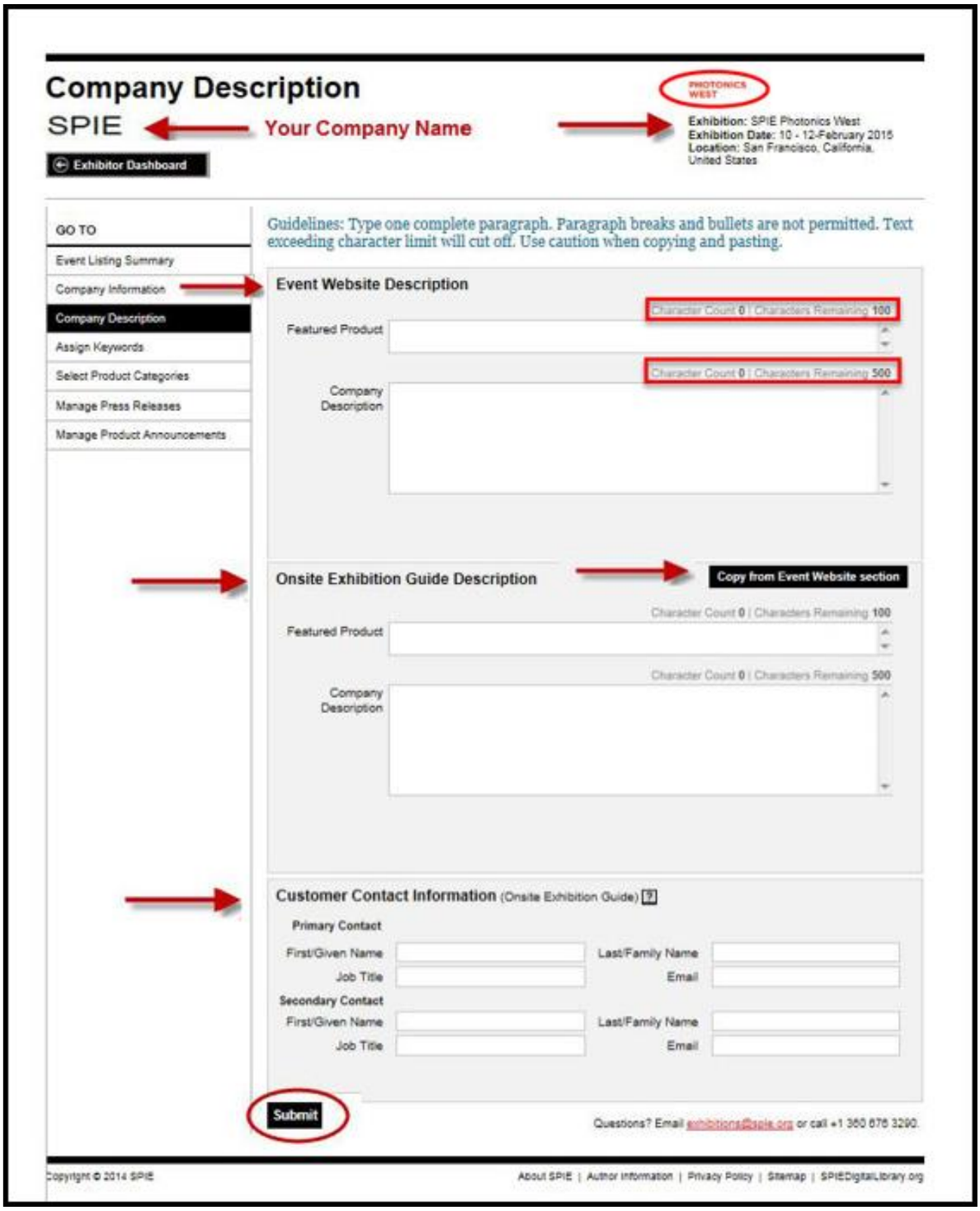
Event Specific Company Description


Company Description
SPIE
Your Company Name
Exhibitor Dashboard
Exhibition: SPIE Photonics West
Exhibition Date: 10 - 12-February 2015
Location: San Francisco, California, United States
GO TO
Event Listing Summary
Company Information
Company Description
Assign Keywords
Select Product Categories
Manage Press Releases
Manage Product Announcements
Guidelines: Type one complete paragraph. Paragraph breaks and bullets are not permitted. Text exceeding character limit will cut off. Use caution when copying and pasting.
Event Website Description
Character Count 0 | Characters Remaining 100
Featured Product
Character Count 0 | Characters Remaining 500
Company Description
Onsite Exhibition Guide Description
Copy from Event Website section
Character Count 0 | Characters Remaining 100
Featured Product
Character Count 0 | Characters Remaining 500
Company Description
Customer Contact Information (Onsite Exhibition Guide)
Primary Contact
First/Given Name
Last/Family Name
Job Title
Email
Secondary Contact
First/Given Name
Last/Family Name
Job Title
Email
Submit
Questions? Email exhibitions@spie.org or call +1 360 676 3290.
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→ Verify that you are updating the information for the correct Company and the correct event. **If no event logo appears, you may be in the Exhibitor Directory submission form**. Information submitted to the Directory does not appear in event specific listings. See details on page 4.

→ Enter information for the **Event Website** (online Exhibitor List) and the printed **Onsite Exhibition Guide**. Type one complete paragraph in each description. Paragraph breaks are not permitted.

→ Click **Copy from Event Website section** to use the same information for online and printed listings.

→ There are character limits for the Featured Product and Company Descriptions. **Text exceeding the character limit will be cut off.** Use caution when copying and pasting.

→ Customer Contact information is included in the Onsite Exhibition Guide (not in the online listing).

→ Click **Submit to Save Changes** to complete your submission. A confirmation message will appear at the top of the form. If you do not see this confirmation your information has not been submitted or saved.

✓ Company Information successfully submitted. Please allow 24 hours for your changes to take effect.

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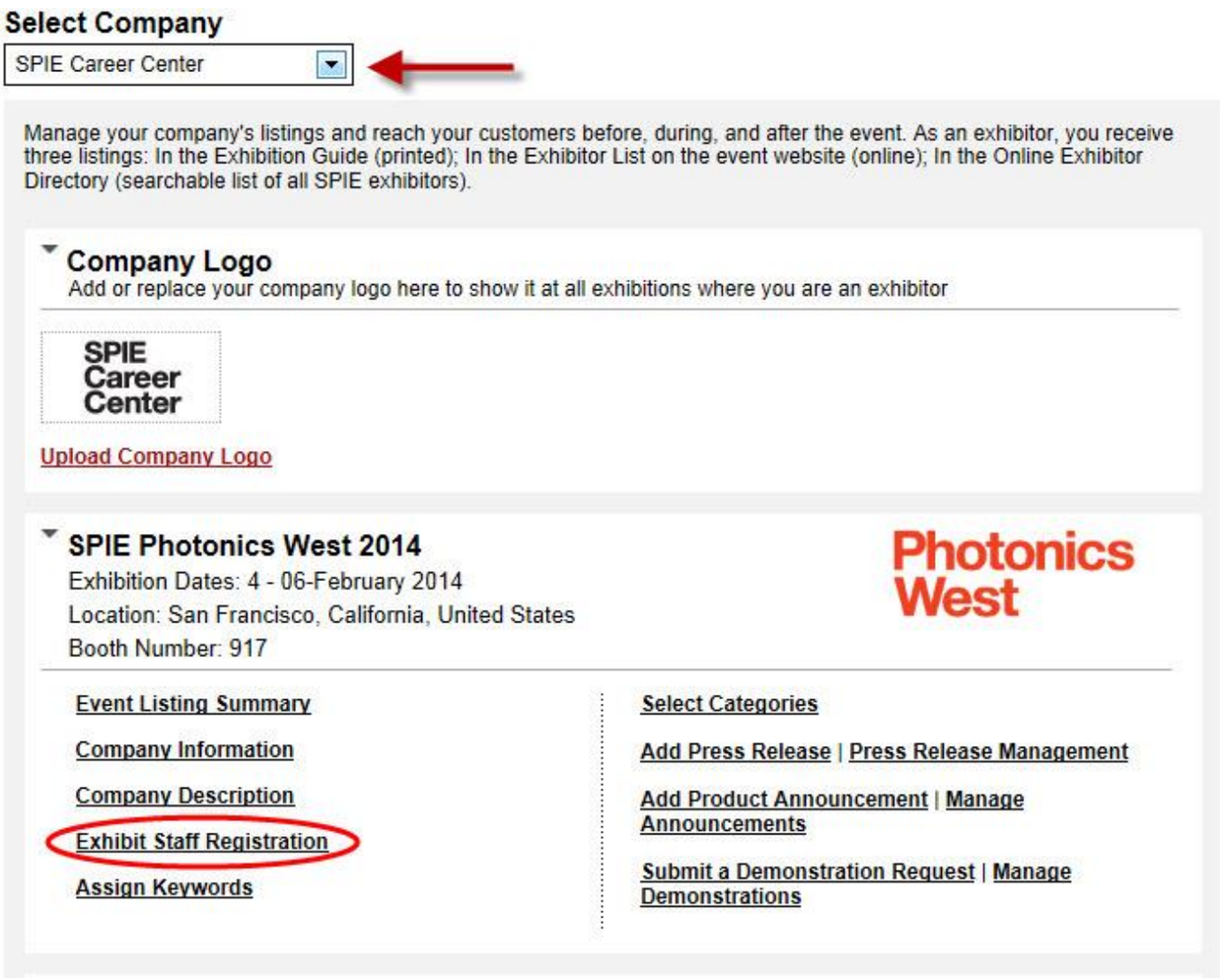
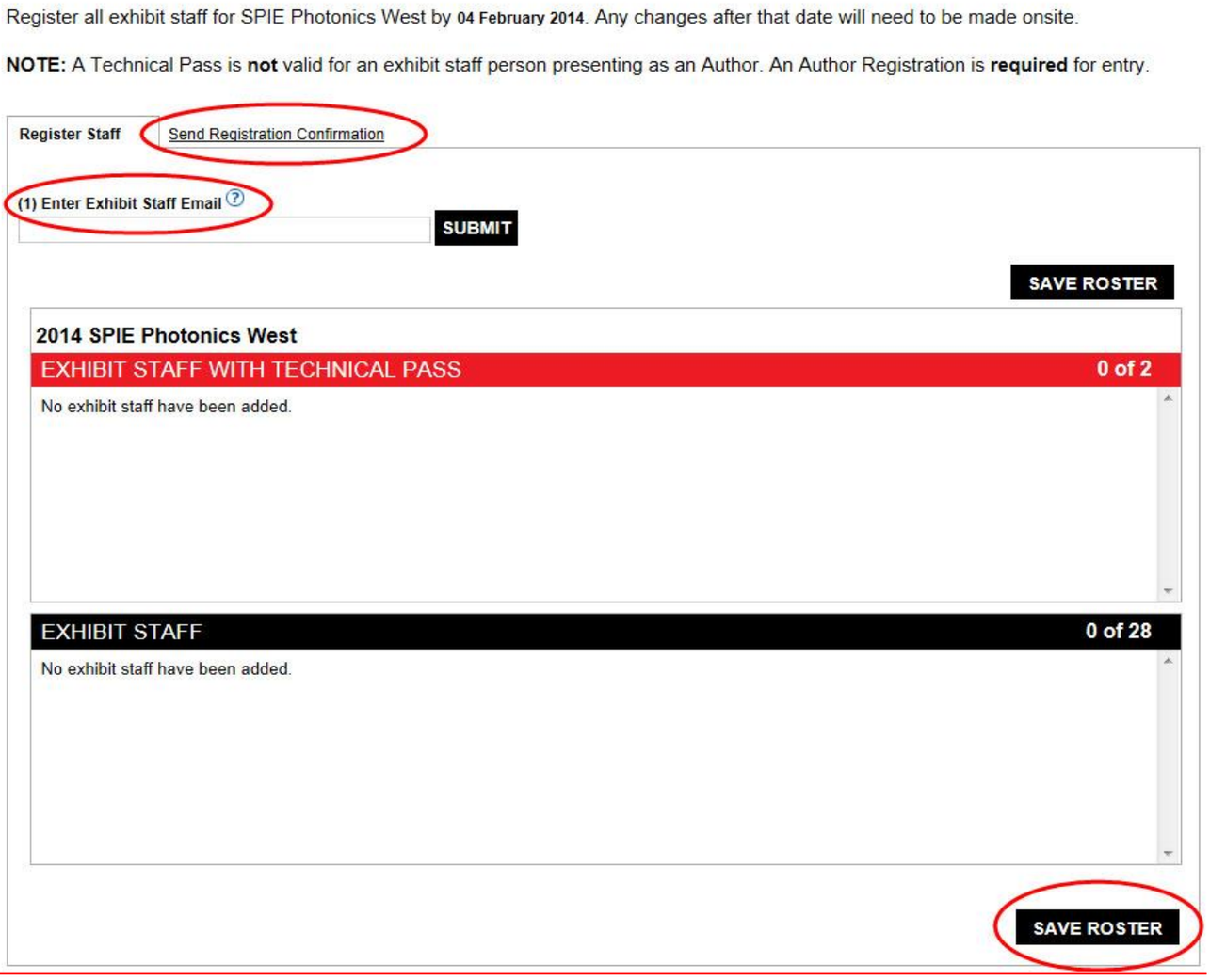
Exhibit Staff Registration


Select Company
SPIE Career Center
Manage your company's listings and reach your customers before, during, and after the event. As an exhibitor, you receive three listings: In the Exhibition Guide (printed); In the Exhibitor List on the event website (online); In the Online Exhibitor Directory (searchable list of all SPIE exhibitors).
Company Logo
Add or replace your company logo here to show it at all exhibitions where you are an exhibitor
SPIE Career Center
Upload Company Logo
SPIE Photonics West 2014
Exhibition Dates: 4 - 06-February 2014
Location: San Francisco, California, United States
Booth Number: 917
Photonics West
Event Listing Summary
Company Information
Company Description
Exhibit Staff Registration
Assign Keywords
Select Categories
Add Press Release | Press Release Management
Add Product Announcement | Manage Announcements
Submit a Demonstration Request | Manage Demonstrations

1. Click **Exhibit Staff Registration** (under the corresponding event logo)


Register all exhibit staff for SPIE Photonics West by 04 February 2014. Any changes after that date will need to be made onsite.
NOTE: A Technical Pass is not valid for an exhibit staff person presenting as an Author. An Author Registration is required for entry.
Register Staff
Send Registration Confirmation
(1) Enter Exhibit Staff Email
SUBMIT
SAVE ROSTER
2014 SPIE Photonics West
EXHIBIT STAFF WITH TECHNICAL PASS
0 of 2
No exhibit staff have been added.
EXHIBIT STAFF
0 of 28
No exhibit staff have been added.
SAVE ROSTER

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- **<u>To add new staff members:</u>** enter their email address in box (1)
  A new dialog box will open for you to fill out. ***Use the tab key to move between fields***.
  You may edit the **Badge Information** at the bottom if you want the badge to print a nickname, different company affiliation, city, or state.

- **<u>Important:</u>** Do not overwrite a badge that is already assigned to someone, with a different person's name. This will cause errors and not allow the badge to print onsite.

- Click **Save Roster** to add the name to your list and before moving to another page or tab, otherwise all edits will be lost.

- **<u>To add previous staff members:</u>** If you had staff members registered for a previous event, your previous staff list will appear in the left hand column. You may drag and drop them into one of the registration boxes on the right (exhibit staff with technical pass **or** exhibit staff).

2. **<u>Sending email confirmations:</u>**
   - Click the **Send Registration Confirmation** tab
   - You may select: all of the exhibit staff at once, or individually, to receive your email confirmation.

Note: Co-exhibitors should register separately under their own Dashboard Account.

Bring a copy of your *Exhibitor Badge Confirmation Email* to Exhibitor Registration to expedite badge pick up.

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

BASIC INFORMATION

EXHIBITION ORGANISER

Conference Partners Prague Ltd.
Sokolská 26
120 00 Praha 2
Czech Republic

Tel: +420 224 262 108, + 420 777 616 577
Fax: +420 224 261 703
E-mail: zein@conferencepartners.cz
Web: www.conferencepartners.cz

Contact Persons: Alexandra Sternberg, Martin Zein

FREIGHT FORWARDER

Schenker s.r.o.
Komunardů 36 DB SCHENKER
170 00 Praha 7
Czech Republic

Tel: +420 242 405 165, + 420 724 583 294
Fax: +420 266 710 290
E-mail: martin.ulicny@schenker.cz
Web: www.schenker.cz

Contact Person: Martin Uličný

DEADLINES

Deadline for Submission: 24 March 2015

Deadline for Late Orders: 1 April 2015
(25% Late Order Surcharge will apply, payments by credit card only)

On-site Orders: Subject to availability
(50% On-site Surcharge will apply, payments by credit card or cash only)

Please send this form by fax or by e-mail to:

Conference Partners Prague s.r.o., Sokolska 26, 120 00 Prague, Czech Republic,
Phone: +420224262108, +420224262110, Fax: +420224261703, Email: zein@conferencepartners.cz

SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

PRICES

For all late orders (ordered between 1 – 8 April 2015), the Late Order Surcharge of 25% will apply. Late Order services can not be guaranteed, will be confirmed individually. On-site orders are possible, but are subject to availability. 50% surcharge to be charged for all on-site orders.

All prices stated per event unless otherwise indicated.

PAYMENT CONDITIONS

All services are to be paid in full before the event, 100% deposit is required. The payment can be made either by bank transfer or by credit card for orderes submitted before 1 April 2015. Bank transfer details will be sent together with an invoice.

For late orders made after 8 April 2015, only payments by credit card will be accepted. On-site orders to be paid by credit card or in cash.

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK1: EXHIBITOR INFORMATION

Deadline: 24 March 2015

Company Name: .....

Company Name: .....

Contact Person: .....

Address: .....

City: .....

Postcode: .....

Country: .....

VAT number: .....

Telephone: .....

Fax: .....

E-mail: .....

Website: .....

Stand Area (in sqm): .....

Stand Size: .....

Name / Signature: .....

Date: .....

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK2: INSURANCE

Deadline: 24 March 2015

Company Name: .....

This is to confirm that we have taken out, or we will take out before the start of the event, the insurance against third party risks covering the permanent or occasional staff employed by the company, members of the public or any person whats over present at the event. The insurance protection will not be given by the Organizers.

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK3: CONFERENCE FREIGHT

Deadline: 24 March 2015

Company Name: .....

We will require the following services – please tick:

- ❑ Customs Clearance Formalities
- ❑ Unpacking
- ❑ Packing
- ❑ Empty case storage
- ❑ Forklift to unload
- ❑ Forklift to reload
- ❑ Palet truck to unload
- ❑ Palet truck to reload

Please specify the freight details (quantity, description, weight, etc.):

.....

.....

- ❑ Transport

Please specify: .....

.....

Name / Signature: .....

Date: .....

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015

FORM JK04: SHELL-SCHEME STANDS

Deadline: 24 March 2015

Company Name: .....

SHELL-SCHEME STAND 6m2 ☐

- shell-scheme stand construction: silver construction, white panels, height 2,5m
- Fascia board: company name, max. 20 characters (name only, not the logo)
- Carpet
- 2 spotlight s
- Power supply 3Kw + electrical installation for the spotlights
- Electrical connection revision
- 1 extension cable with 3 sockets per 6sqm
- 1 waste basket

SHELL-SCHEME STAND 8m2 ☐

- shell-scheme stand construction: silver construction, white panels, height 2,5m
- Fascia board: company name, max. 20 characters (name only, not the logo)
- Carpet
- 3 spotlights
- Power supply 3Kw + electrical installation for the spotlights
- Electrical connection revision
- 1 extension cable with 3 sockets per 6sqm
- 1 waste basket

The other equipment can be ordered via order forms JK05 (shell scheme extra) and JK09 (furniture)

Please note that prices do not include VAT.

Name / Signature: .....

Date: .....

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015
Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK05: SHELL-SCHEME STANDS – OPTIONAL EXTRAS

Deadline: 24 March 2015

Company Name: .....

Please specify number of required items:

	Showcase: high, 2 glass shelves size: 100x50cm/250 cm	Unit Price 60 EUR	Units: .....
	Showcase: low, 1 glass shelf size: 100x50cm/100 or 80cm	Unit Price 42 EUR	Units: .....
	Welcome counter, 1 shelf size: 100x50cm/100 or 80cm	Unit Price 30 EUR	Units: .....
	Bar counter, 1 shelf size: 100x50cm/115cm	Unit Price 34 EUR	Units: .....

☐	Shelf: laminate, rectangular, 30x100cm	Unit Price	8 EUR	Units: .....
☐	Shelf: laminate, rectangular, variable slope 30x100cm	Unit Price	11 EUR	Units: .....
☐	Table desk for the bar counter	Price per m	20 EUR	Units: .....
☐	Folding door: lockable, 100cm/200cm	Unit Price	40 EUR	Units: .....
☐	Wall hanger (for shell-scheme walls only)	Unit Price	7 EUR	Units: .....
☐	Separating wall: 50 cm/250cm	Unit Price	8 EUR	Units: .....
☐	Separating wall: 70 cm/250cm	Unit Price	10 EUR	Units: .....
☐	Separating wall: 100 cm/250cm	Unit Price	14 EUR	Units: .....
☐	Separating wall: 140 cm/250cm	Unit Price	19 EUR	Units: .....

All separated walls: an aluminium construction with a white panel (schell-scheme construction system.

Please note that prices do not include VAT.

Name/Signature:.....

Date:.....

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK06: FASCIA TEXT

Deadline: 24 March 2015

Company Name: .....

Company Name: .....

One text included. Arial Bold, capital letters, black colour.

Please specify below the required text for the fascia board of your stand:

.....

In case you require additional text, please tick below:

- ❑ Additional Fascia Text (Arial Bold, capital black) Unit Price 50 EUR Units: .....

Please note that prices do not include VAT.

For other graphics (logo, etc) requests please contact Conference Partners Prague s.r.o. directly – email Zein@conferencepartners.cz

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015**, Clarion Congress Hotel Prague, Prague, Czech Republic**

FORM JK07: GRAPHICS

Deadline: 24 March 2015

Company Name: .....

Please tick required services:

❑	Logo, width 60 cm, self-adhesive foil, one colour (for the counter, welcome desk or the system wall element)	Unit Price	40 EUR	Units: .....
❑	Print on self-adhesive foil, full colour	Per sqm	55 EUR	Units: .....
❑	Print on sail-cloth (PVC weathercloth), full colour	Per sqm	55 EUR	Units: .....
❑	Print on board (kapa, forex)	Price to be quoted individually		
❑	Other prints	Price to be quoted individually		

Please specify your requirements:

.....

.....

Please send your logo as an EPS illustrator file and the print-out in correct colour, or specify Pantone code numbers as an example.
If any other artwork than logo, please send a graphic file specifying all the details necessary.
Please note that prices do not include VAT.

Name / Signature: .....

Date: .....

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK08: EXTRA ITEMS

Company Name: .....

	Chair:	Unit Price	**14 EUR**	Units: .....
	Bar stool	Unit Price	**26 EUR**	Units: .....
	Table: 80x80cm/70cm colour: black	Unit Price	**32 EUR**	Units: .....
	Table: laminate, size 120x80/70cm (colour: black, white or wood)	Unit Price	**36 EUR**	Units: .....
	Table: laminate, size 80/70cm (colour: white)	Unit Price	**34 EUR**	Units: .....
	Bar table: laminate, 60cm/115 cm	Unit Price	**43 EUR**	Units: .....
	Brochure rack: type A, large	Unit Price	**32 EUR**	Units: .....
	Waste bin	Unit price	**5 EUR**	Units: .....
	Coat rack (colour: black, white or wood)	Unit Price	**15 EUR**	Units: .....
	Coat rack (large)	Unit Price	**18 EUR**	Units: .....
	Mirror (high)	Unit price	**18 EUR**	Units: .....
	Lockable cabinet, size 80x40/70cm (colour: black)	Unit Price	**28 EUR**	Units: .....

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14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

	Conference armchair : nature size 78x68/77cm	Unit Price	**40 EUR**	Units: .....
	Sofa, white (other colors on request) size 180x88/66cm	Unit Price	**75 EUR**	Units: .....
	Conference table Lack, white wood size 90x55/45cm	Unit Price	**38 EUR**	Units: .....
	Fridge 110l	Unit Price	**95 EUR**	Units: .....
	Coffeemachine Lavaza	Unit Price	**120 EUR**	Units: .....
	Coffeemachine Dolce Gusto	Unit Price	**65 EUR**	Units: .....
	Spot light	Unit price	**7 EUR**	Units: .....
	Fluor lamp	Unit price	**19 EUR**	Units: .....
	Power extention cable	Unit price	**3,40 EUR**	Units: .....
	Reading lamp	Unit price	**14 EUR**	Units: .....
	Welcome counter (100 x 50/80) locable	Unit price	**22 EUR**	Units: .....
	Welcome counter (100 x 50/100) locable	Unit price	**24 EUR**	Units: .....
	Welcome counter with glass top (100 x 50/80)	Unit price	**26 EUR**	Units: .....

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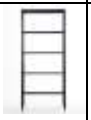
SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

	Welcome counter with glass top (100 x 50/100)	Unit price **28 EUR**	Units: .....
	Book rack (4 shelves) 100 x 50/250	Unit price **32 EUR**	Units: .....
	Background (1 x 1 m, foldable door)	Unit price **42 EUR**	Units: .....
	Glass rack (100x 50 / 250)	Unit price **46 EUR**	Units: .....
	Plasma 50“ (incl. cables)	Unit price **225 EUR**	Units: .....
	LCD 32“ (incl. cables)	Unit price **155 EUR**	Units: .....
	If you require any other item not listed in this collection be so kind and contact us.		

Photos of the above items are illustrative.
Please note that prices are incl. VAT of 20%. In case of VAT changes the prices will be modified.

Name / Signature / Stamp: .....

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK09: ELECTRICITY

Deadline: 24 March 2015

Company Name: .....

Please tick services ordered and specify number of items required:

❑	3,5 kW (single-phase, 230V, 16A, 50Hz)	Unit Price	45 EUR	Units: .....
❑	*Electrical connection revision / certificate - **obligatory***	*Unit Price*	*35 EUR*	*Units: .....*
❑	Fridge socket (230V, max.6A, 50Hz, **24 hours a day**)	Unit Price	150 EUR	Units: .....
❑	10,5 kW (three-phase, 400V, 16A, 50Hz)	Unit Price	200 EUR	Units: .....
❑	21,5 kW (three-phase, 400V, 32A, 50Hz)	Unit Price	350 EUR	Units: .....
	Three-phase power supplies require a fuse board – to be provided individually by an exhibiting company or to be rented.			
❑	Rental of the fuse board	Unit Price	90 EUR	Units: .....

All items include the electricity consumption. Only one electrical revision per stand needed.

Other than above stated items available upon request.

Please note that prices do not include VAT.

Name / Signature: .....

Date: .....

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK10: LIGHTING

Deadline: 24 March 2015

Company Name: .....

Please tick services ordered and specify number of items required:

❑	Spotlight 60W, adjustable	Unit Price	12 EUR	Units: .....
❑	Halogen reflector: extension jib, 50W, 40cm	Unit Price	29 EUR	Units: .....
❑	Halogen reflector: extension jib, 200W, 40cm, „scoop“	Unit Price	38 EUR	Units: .....
❑	Spotlight for the showcase, 220V, 100W	Unit Price	12 EUR	Units: .....
❑	Discharge lamp, 150W	Unit Price	45 EUR	Units: .....
❑	Extension cable, 3m, 3 sockets, 10A	Unit Price	9 EUR	Units: .....

Please note that prices do not include VAT.

Name / Signature: .....

Date: .....

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK11: INTERNET

Deadline: 24 March2015

Company Name: .....

- ❑ Wi-Fi Voucher: Premium, full day (24 hours) Unit Price 14EUR Units/Days: .....

  The above service is provided through the hotel wi-fi network, vouchers available at the hotel reception.

- ❑ Internet Cable Access 512 kbps, 24 hours Unit Price 26 EUR Units/Days: .....
- ❑ Internet Cable Access 2000 kbps, 24 hours Unit Price 76 EUR Units/Days: .....
- ❑ Internet Cable Access 3000 kbps, 24 hours Unit Price 140 EUR Units/Days: .....
- ❑ Internet Cable Access 5000 kbps, 24 hours Unit Price 154 EUR Units/Days: .....

  Internet Cable Access 10000 kbps, 24 hours Unit Price 284 EUR Units/Days: .....

  In case the cable access ordered will be devided to more connections using the switch or the router, each of the additional connections will be charged extra fee of 27 EUR.

*Please note that prices for Internet Cable Access are stated **per DAY** (24 hours).*
Please note that prices do not include VAT.

Name / Signature: .....

Date: .....

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK12: FLOWERS

Deadline: 24 March 2015

Company Name: .....

Please tick services ordered and specify number of items required:

❑ Ficus Benjamina (up to 0,8m high)	Unit Price	38 EUR	Units:	.....
❑ Ficus Benjamina (up to 1,5m high)	Unit Price	42 EUR	Units:	.....
❑ Little vase with one gerbera	Unit Price	17 EUR	Units:	.....
❑ Ikebana small (20 cm wide)	Unit Price	28 EUR	Units:	.....
❑ Ikebana large (40 cm wide)	Unit Price	39 EUR	Units:	.....
❑ Cut flowers in a glass vase (15 cm)	Unit Price	30 EUR	Units:	.....
❑ Cut flowers in a glass vase (30 cm)	Unit Price	55 EUR	Units:	.....
❑ Mixed bouquet wrapped in foil	Unit Price	45 EUR	Units:	.....

Please specify the preferred colour: .....

Please note that vases are provided as rental only.
Please note that prices do not include VAT.

Name / Signature: .....

Date: .....

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK13: CLEANING OF THE STAND

Deadline: 24 March 2015

Company Name: .....

- ❑ Stand Cleaning Unit Price 3 EUR / sqm / day
  (Cleaning of the floor, withdrawal of the wastebaskets, cleaning of the tables and desks, show cases. No cleaning of exhibited goods.)

Stand Area (sqm): .....

Days when the cleaning is required: .....

Please note that prices do not include VAT.

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

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SPIE. OPTICS+ OPTOELECTRONICS

14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK14: STANDSKETCH

Deadline: 24 March 2015

Company Name: .....

Please draw a sketch of your stand within the grid, indicating the aisles, the neighbouring stands and the places where you want different services (main electricity supply connection, internet, etc.)

BACK OF STAND

FRONT OF STAND

Name / Signature: .....

Date: .....

Please send this form by fax or by e-mail to:

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14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK15: CREDIT CARD PAYMENT AUTHORIZATION FORM

(In case you wish to pay by credit card.)

Company Name: .....

Credit Card Type: ☐ Mastercard

☐ VISA

Unfortunately, we do not accept American Express cards. Thank you.

Credit Card Number: .....

Cardholder Name: .....

Expiry Date: .....

CVC / CVV: .....

Billing Address: .....

I hereby authorize Conference Partners Prague s.r.o. (Reg. No. CZ 26691671) to charge the above credit card for the services ordered with Conference Partners Prague for the SPIE Optics and Optoelectronics 2015, 14-15/4/2015

Date: .....

Cardholder´s Signature: .....

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14 - 15 April 2015, Clarion Congress Hotel Prague, Prague, Czech Republic

FORM JK16: CUSTOM STAND – ON REQUEST

Company Name: .....

If you prefer to have a custom stand we would be glad to prepare the stand design and proposal for you. In case you have got your own design, please do not hesitate to send it to us for price proposal.

For more informations please contact us on email: zein@conferencepartners.cz or call us on +420 777 616 577 or +420 224 262 108

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